ALMA MATER

Far above Cuyahoga’s waters,
Where we’re honor bound,
Stands our noble Alma Mater,
May her name resound.
Sing her praises never ceasing,
Raise our voices high,
Thee we honor, Alma Mater,
Independence High.

The words for the Alma Mater were written by Mrs. Ceil Burnett, wife of the Superintendent who served Independence in the late 1930’s.

This agenda belongs to:

NAME________________________________________
ADDRESS___________________________________________________________________
CITY_________________________ ZIP CODE__________
PHONE______________________________
# TABLE OF CONTENTS

- Alma Mater ......................................................... 1
- Beliefs ................................................................. 7
- Calendar 2014-15 .................................................. 5
- Code of Ethics ....................................................... 8
- History of I.H.S. ..................................................... 7
- Mission Statement ................................................ 6
- Philosophy .......................................................... 6
- Vision Statement ................................................... 6

## ACADEMICS ................................................. 9
- Achievement and Recognition ............................... 9
- Academic Letter ................................................... 9
- Academic Athlete Award ....................................... 9
- Honor and Merit Rolls .......................................... 9
- Honors Privilege .................................................. 9
- Honors Diploma Criteria ....................................... 11
  - Learning Through Service To Your Community Program ........................................................................ 12
  - National Honor Society ...................................... 10
  - Senior Mentorship Project .................................... 10
  - Valedictorian, Salutatorian, Top Ten ...................... 11
  - Volunteer Service ............................................... 12

## ATTENDANCE ............................................... 16
- When a Student is Absent ....................................... 17
- Legal Excuses ....................................................... 17
- Make-Up Work ..................................................... 17
- Arrival ...................................................................... 17
- Attendance at Athletic and Activity Events .............. 17
- Leaving During the School Day ............................... 18
- Prearranged Extended Absence ............................... 18
- Request for Assignments ....................................... 19
- Senior Attendance Options ..................................... 19
- Home Study Option ............................................... 19
- Late Arrival Option ............................................... 19
- Tardiness ............................................................. 19
- Truancy ............................................................... 20
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE OF EXPECTED STUDENT CONDUCT</td>
<td>20</td>
</tr>
<tr>
<td>Aiding or Abetting Violation of School Rules</td>
<td>24</td>
</tr>
<tr>
<td>Displays of Affection</td>
<td>24</td>
</tr>
<tr>
<td>Dress Code</td>
<td>21</td>
</tr>
<tr>
<td>Electronic Equipment</td>
<td>23</td>
</tr>
<tr>
<td>Harassment</td>
<td>22</td>
</tr>
<tr>
<td>Tobacco Violations</td>
<td>21</td>
</tr>
<tr>
<td>Cheating/Plagiarism</td>
<td>24</td>
</tr>
<tr>
<td>Consequences for Cheating</td>
<td>25</td>
</tr>
<tr>
<td>Criminal Behavior</td>
<td>25</td>
</tr>
<tr>
<td>Definitions</td>
<td>24</td>
</tr>
<tr>
<td>Detentions</td>
<td>25</td>
</tr>
<tr>
<td>Discipline for Out-of-school Matters</td>
<td>25</td>
</tr>
<tr>
<td>Progressive Discipline</td>
<td>25</td>
</tr>
<tr>
<td>Emergency Removal</td>
<td>26</td>
</tr>
<tr>
<td>Expulsion</td>
<td>26</td>
</tr>
<tr>
<td>Expulsion for Firearms</td>
<td>26</td>
</tr>
<tr>
<td>Saturday School</td>
<td>26</td>
</tr>
<tr>
<td>School Resource Officer</td>
<td>26</td>
</tr>
<tr>
<td>Suspension</td>
<td>26</td>
</tr>
<tr>
<td>CO-CURRICULARS (ATHLETICS, CLUBS, ORGANIZATIONS)</td>
<td>27</td>
</tr>
<tr>
<td>Athletes in Physical Education Classes</td>
<td>27</td>
</tr>
<tr>
<td>Co-curricular Code of Conduct</td>
<td>27</td>
</tr>
<tr>
<td>Co-curricular Eligibility</td>
<td>27</td>
</tr>
<tr>
<td>GRADES AND CREDITS</td>
<td>14</td>
</tr>
<tr>
<td>Class Rank</td>
<td>15</td>
</tr>
<tr>
<td>Grade Classification</td>
<td>14</td>
</tr>
<tr>
<td>Grade Reporting</td>
<td>14</td>
</tr>
<tr>
<td>Grade Scale</td>
<td>14</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Credit Flexibility Policy</td>
<td>15</td>
</tr>
<tr>
<td>Policy on Course Withdrawal</td>
<td>15</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>16</td>
</tr>
<tr>
<td>Semester Exam Schedule</td>
<td>16</td>
</tr>
<tr>
<td>IMPORTANT NOTICES</td>
<td>37</td>
</tr>
<tr>
<td>Athletic Teams, Clubs &amp; Organizations of Independence High School</td>
<td>38</td>
</tr>
<tr>
<td>Athletics</td>
<td>38</td>
</tr>
<tr>
<td>Clubs and Activities</td>
<td>38</td>
</tr>
<tr>
<td>Computer Resource Guidelines</td>
<td>37</td>
</tr>
<tr>
<td>Computer Technology and Networks</td>
<td>37</td>
</tr>
<tr>
<td>Cuyahoga Valley Career Center</td>
<td>39</td>
</tr>
<tr>
<td>C.V.C.C. Pass Procedure</td>
<td>39</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>C.V.C.C. 2-Year Program Offerings</td>
<td>39</td>
</tr>
<tr>
<td>Emergency Days</td>
<td>37</td>
</tr>
<tr>
<td>FERPA &amp; Directory Information</td>
<td>38</td>
</tr>
<tr>
<td>Publications</td>
<td>38</td>
</tr>
<tr>
<td><strong>SCHOOL ENVIRONMENT</strong></td>
<td><strong>28</strong></td>
</tr>
<tr>
<td>Announcements and Bulletins</td>
<td>28</td>
</tr>
<tr>
<td>Assemblies</td>
<td>28</td>
</tr>
<tr>
<td>Bell Schedules</td>
<td>44</td>
</tr>
<tr>
<td>Building Security</td>
<td>29</td>
</tr>
<tr>
<td>Bullying and Other Forms of Aggressive Behavior</td>
<td>39</td>
</tr>
<tr>
<td>Buses</td>
<td>29</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>29</td>
</tr>
<tr>
<td>Dances/Prom</td>
<td>29</td>
</tr>
<tr>
<td>Drill - Attendance/Fire/Tornado</td>
<td>30</td>
</tr>
<tr>
<td>Driving</td>
<td>30</td>
</tr>
<tr>
<td>Lockers</td>
<td>30</td>
</tr>
<tr>
<td>Drug Dog Searches</td>
<td>30</td>
</tr>
<tr>
<td>Parking - Student</td>
<td>31</td>
</tr>
<tr>
<td>Posters and Students Right of Expression</td>
<td>32</td>
</tr>
<tr>
<td>Safe Schools Help Line</td>
<td>32</td>
</tr>
<tr>
<td>Search and Seizure</td>
<td>32</td>
</tr>
<tr>
<td>Senior Lounge</td>
<td>32</td>
</tr>
<tr>
<td>Senior Lounge Guidelines</td>
<td>32</td>
</tr>
<tr>
<td>Study Halls</td>
<td>33</td>
</tr>
<tr>
<td>Trespassing - Private Property</td>
<td>33</td>
</tr>
<tr>
<td>Use of School Facilities</td>
<td>33</td>
</tr>
<tr>
<td>Visitors</td>
<td>33</td>
</tr>
<tr>
<td><strong>SCHOOL MATERIALS</strong></td>
<td><strong>33</strong></td>
</tr>
<tr>
<td>Equipment</td>
<td>33</td>
</tr>
<tr>
<td>Fees</td>
<td>33</td>
</tr>
<tr>
<td>Textbooks</td>
<td>34</td>
</tr>
<tr>
<td><strong>STUDENT/PARENT SERVICES</strong></td>
<td><strong>34</strong></td>
</tr>
<tr>
<td>Chemical Dependence Program</td>
<td>34</td>
</tr>
<tr>
<td>Clinic</td>
<td>34</td>
</tr>
<tr>
<td>Guidance</td>
<td>34</td>
</tr>
<tr>
<td>Library-Media Center</td>
<td>35</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>35</td>
</tr>
<tr>
<td>Medical Emergency Forms</td>
<td>35</td>
</tr>
<tr>
<td>Medication Policy</td>
<td>35</td>
</tr>
<tr>
<td>Messages and Deliveries from Home</td>
<td>36</td>
</tr>
<tr>
<td>Parent Conferences</td>
<td>36</td>
</tr>
<tr>
<td>Tutoring</td>
<td>37</td>
</tr>
</tbody>
</table>

4.
ILS & INDEPENDENCE HIGH SCHOOL (14-15)

Teacher In-service Day  
Teacher In-service Day  
First Day of School  
Open House  
Labor Day  
Waiver Day (No School for Students)  
Homecoming Game  
Homecoming Dance  
Underclassmen Picture Day  
Parent/Teacher Conference Evening  
NEOEA Day (No School)  
End 1st Grading Period  
Parent/Teacher Conference Evening  
Waiver Day (No School for Students)  
Underclassmen Picture Re-Takes  
Thanksgiving Recess  
Classes Resume  
Semester Exams  
Winter Break  
Christmas Day Observance  
New Year’s Day Observance  
Classes Resume  
End 2nd Grading Period & 1st Semester  
Teacher In-service Day (No School)  
Martin Luther King Day  
Waiver Day (No School for Students)  
Presidents’ Day  
OGT Testing  
End 3rd Grading Period  
Good Friday  
Spring Break  
Classes Resume  
Prom  
Senior Project Begins  
Memorial Day Observance  
Senior Project Ends  
Seniors’ Last Day & Project Presentations  
Commencement Rehearsal @ 1:30 p.m.  
Senior Awards Assembly  
Commencement  
Final Exams  
End 4th Grading Period & 2nd Semester  
Students’ Last Day  
Teacher In-service Day  
Tentative Calamity Day Make-Up Dates  
Independence Day Observance  
Independence Day  

(Dates subject to change, please check the IHS website for any changes)
Independence School District

PHILOSOPHY

The primary objective of the Independence Board of Education is to provide all of the students of this community with an education consistent with state standards as well as community educational expectations. The home and the school must work cooperatively for the benefit of the student’s continuous growth and development. Students shall be accepted, treated, and respected as unique human beings. Students will be encouraged to develop their intellectual faculties in preparation for contributing roles in our 21st century democratic society.

The most fundamental human needs are understanding of self, of the relationship with other human beings, and the relationship to the cultural and physical environments. This understanding and these relationships cannot be attained by individuals in isolation, but require individuals to interact with others and their environment.

The educational team will create a learning atmosphere that is conducive for students to develop habits of effective study, critical thinking, problem solving, and insightful communication. All students shall be encouraged to seek the truth by fact-finding, research, questioning, and understanding basic concepts. Students will be introduced to the arts, the humanities, sciences and their related technologies and encouraged to pursue them.

Effective program revision is a necessary part of an ongoing evaluation based upon stated goals and objectives.

The Independence Board of Education is responsible to the community for the fulfillment of this philosophy.

Rev. 1989

VISION STATEMENT

By 2012, the Independence Local Schools will be recognized as a school district within the top 10% of Ohio.

MISSION STATEMENT

The mission of the Independence Local Schools, in partnerships with parents and community, is to educate students to be contributing members of a global society.
BELIEFS

We believe that:

- Clear, open, and honest communication leads to informed decisions, and is the foundation of trust among stakeholders.
- Students learn best when the educational experience is developmental, relevant, challenging, inspirational, and well rounded.
- Effective education meets the individual needs of a diverse student population.
- People deserve a safe and positive environment.
- Responsible financial management is critical to gaining and maintaining community support.
- All people can learn.
- Lifelong learning contributes to individual success and a quality community.
- Strong partnerships, among stakeholders, foster a commitment to the education of the total child.
- All people have choices; all choices have consequences.

A HISTORY OF I.H.S.

The history of the schools of Independence is closely interwoven with the development and growth of our city. Schools were located on Rockside Road, on the corner of Pleasant Valley and Brecksville Road, and in the Willow area. Parents had to supply a cord of firewood during the winter months as a form of tuition. An early schoolmaster, William Henry Knapp, was also the district surveyor and postmaster.

Independence opened its first high school in 1870. It was a two-story brick building erected on the site of the present Municipal Building. A new school building was constructed in 1895 and remained in operation until it was converted to the Village Hall which we know as the Municipal Building on Public Square. The building that now houses the Middle School became the new home of I.H.S. in 1924. For many years this building housed all twelve grades. Hillside Elementary School was completed in 1955 and the current middle school building, which was the old high school, was dedicated on October 22, 1961. In January of 2005, we moved into our current high school.

In the early 1900’s the number of graduates was very small, going from one to eight. During one year there were no graduates. In 1910 there was an upswing and sixteen students received diplomas. The senior class pictures hanging in the high school hallway tell the story of how the school grew. The first one, dated 1926, shows an enrollment of ten; the peak year is 1977, when 155 seniors graduated.

In 1967 the former Nike Site located off Stone Road was acquired. It has been converted into the Board of Education and Administration Offices. The surrounding land has been transformed into an outstanding Land Science Laboratory.

Independence joined with seven other school districts to finance and build the Cuyahoga Valley Career Center. The school opened in 1972 and provides students with the opportunity to elect any one of the numerous programs.
Although small in size, the Independence School System has provided and will continue to provide excellent opportunities for students in academics, athletics, music and extra-curricular activities. In 2010, IHS was names as one of the top 1,500 public schools in the nation by Newsweek. IHS was also selected as one of the “Top 30 Ohio High Schools” in the 2010 Gerber Analytics Report. This report considers all public, private and charter schools in Ohio.

**CODE OF ETHICS**

Our schools reinforce the importance of community values which allow students to be **treated with respect and courtesy, learn without disruption, attend school and each class every day**, and to **feel safe** at their school.

In addition, teachers have the right to feel safe in their classrooms and to be able to teach without disruptions. There can be no doubt that negative behavior can prevent teachers and others in their classes from getting the full benefit of our school’s instructional programs. Well-behaved students should not be penalized by this misbehavior. To accomplish this, all students are expected to strive for the following qualities:

**Responsibility**: Which includes identifying, accepting, and carrying out obligations as well as owning up to their behavior.

**Respect**: Everyone, including yourself, should be treated with dignity, equality, tolerance, and compassion, regardless of differences. This also includes being polite and exhibiting good manners at all times to everyone. Furthermore, students should respect themselves, peers, ALL staff members, the learning environment, our culture and traditions, as well as, the building and campus.

**Character**: Which includes integrity, personal honor, honesty, trustworthiness, fairness, caring, and displaying good sportsmanship.

**Leadership**: In both our school and the community, demonstrating the positive qualities in this Code.

**Citizenship**: Become a contributing member of the school community where service (those actions undertaken by the student are done with or on behalf of others without any direct financial or material compensation to the individual performing the service) breeds loyalty and earns respect and protection. This includes service to the school and community, establishing a positive, safe, and enjoyable learning environment above and beyond what is required.
ACADEMICS

ACHIEVEMENT AND RECOGNITION
Independence High School believes that it is important to recognize students for outstanding academic achievement. The following programs exist to reinforce students who achieve in the classroom:

ACADEMIC LETTER
At the conclusion of the third marking period, students will be eligible for an Academic Letter. A student will be eligible for an Academic Letter by receiving the following:

1. A minimum average of a 3.7 during 1st, 2nd & 3rd quarter.
2. No F’s during any marking period, semester exams, or semester grades.

ACADEMIC ATHLETE AWARD
Any student-athlete maintaining a minimum 3.2 GPA with no F’s during their respective season of play will be awarded an Academic Athlete Award at the Sports Recognition Night. Students must complete the season as a team member to be eligible. Fall Sports = first quarter grades, Winter Sports = second quarter grades, Spring Sports = third quarter grades.

HONOR AND MERIT ROLLS
Students earning Honor Roll and Merit Roll status will be recognized.

   Honor Roll: 3.5 grade point average
   Merit Roll: 3.0 grade point average

Note: The Honor & Merit Roll publication and board will not be redone to include the names of those students who had “Incomplete” grades at the time of publication.

HONORS PRIVILEGE
Students meeting any of the following criteria may apply for “Honors Privileges”. If granted, students are free to leave the building/campus during non-class time. Selected students are therefore treated more like college freshman than high school freshman. The criteria includes:

- National Merit Scholar Qualifier
- National Honor Society induction
- Earned at least 3 IHS Academic Letters
- Enrolled in at least 1 Advance Placement Course
- Junior or Senior ranked in the top 20 of their class

All applicants should have exemplary attendance & discipline histories and secure parental permission. The principal reserves the right to determine who qualifies.
NATIONAL HONOR SOCIETY
In accordance with the National Honor Society of Secondary Schools, the Independence High School holds membership as charter number 5187. The criteria for students gaining membership into N.H.S. are the exhibition of exemplary scholarship, leadership, service and character. Students are asked to complete applications which are reviewed and rated by the faculty members of I.H.S. The results of the ratings are then submitted to the Faculty Council—a five-member group made up of faculty members. The Faculty Council then makes a determination as to whether or not each student is selected into N.H.S.

SENIOR MENTORSHIP PROJECT
The Senior Project Program is an opportunity for eligible students to participate in meaningful independent study the last two weeks of the senior year in which the students will be exposed to people and ideas that are not part of the classroom experience. Students will have the opportunity to observe, shadow and work with people as they perform their regular professional job duties. Students who participate in the project may not receive any monetary or other compensation. The time required for the project must meet or exceed fifty (50) hours.

All seniors who are in good academic and discipline standing are required to spend their final two weeks of the school year shadowing a professional for Pass/Fail credit. Post-Secondary and CVCC students may not be able to participate due to conflicts with their respective programs.

All seniors in danger of NOT graduating or in poor academic standing will remain in school and follow the usual curriculum and/or participate in intensive academic intervention.

A packet of information regarding the Senior Project can be accessed on the High School web page under "Documents".

10.
VALEDICTORIAN, SALUTATORIAN, TOP 10

The Valedictorian (class rank #1), Salutatorian (class rank #2), and the graduating class Top 10 are determined by the accumulative grade point average at the conclusion of the first semester of the graduating class senior year. A student must have completed at least four (4) semesters at Independence High School to be eligible when Valedictorian or Salutatorian is determined. These students will be recognized at Senior Awards Day and honored at a dinner sponsored by the Independence Board of Education.

HONORS DIPLOMA CRITERIA

For more information visit: www.education.ohio.gov

The student who completes the high school academic curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including one unit of physics and one unit of chemistry;
4. Earn four units of social studies;
5. Earn either three units of one foreign language or two units each of two foreign languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive career-technical education curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including one unit of physics and one unit of chemistry;
4. Earn four units of social studies;
5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student’s program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp, with additional content available by clicking here) or equivalent assessment aligned with state-approved and industry validated technical standards; or
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing service’s ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board’s SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

VOLUNTEER SERVICE - Graduation Requirement

LEARNING THROUGH SERVICE TO YOUR COMMUNITY PROGRAM

All students at Independence High School are involved with completing community service hours as a requirement for graduation. Each student must complete 40 hours of volunteer activity. The aim is to provide the high school student with the opportunity for experiential services and learning activities in the local community and/or the Greater Cleveland community, with the intent of developing a caring spirit, supportive attitude to community concerns and needs, and sensitivity to the human condition. Each student will recognize community needs and design an individual project or projects to facilitate the experience in the community. Community service provides experience that scholarship committees consider important when selecting student recipients. Parents are invited to join their child in this experience.

Community service may take place only after school, weekends, summers, or vacations during the school year. Students must provide their own transportation to the service. Service must be for a nonprofit organization and the student may not be paid.
Service hours may not be performed for family, relatives, or for profit organizations. Court ordered service hours are NOT accepted. A maximum of 10 hours total will be counted when a student performs their service for Academic or Athletic Boosters, PTA, or Class Level Activities.

Procedure:

1. Determine what activity you would like to do. (Use the information booklet, listen to announcements or read the bulletin board for upcoming needs, or identify and create an activity of your own.)

   **Call and find out information: Who is the supervisor, times to work, dress, expectations, etc.**

2. Fill out the top portion of the time sheet as well as what specifically you will be doing for hours. Have the IHS service coordinator sign and date if approval is needed.

3. Take the white **Time Verification Sheet** each time you go to your service activity. Have your supervisor initial your times. **When** you have completed that activity, have the supervisor sign and date the form.

4. If you have completed 15 or more hours at the same organization. Answer the questions on the bottom of the time sheet. You may do it on the computer and print to that form after your service is completed.

5. Turn both forms in to the community service coordinator **within 2 weeks** of completing this particular activity.

---

**All 40 hours must be completed by May 1st of the senior year.** A student will not graduate if the hours have not been completed on time. Juniors must have 30 hours of community service turned in by April 1st to attend prom. Seniors must have 40 hours of community service turned in by April 1st to attend prom. Also, Seniors must have 40 hours of community service turned in by May 1st to be approved for graduation.

Service hours may be accumulated starting the day after school is out in the summer prior to the 9th grade year.

Start your service early and have it done before your senior year.

Questions: CONTACT Community Service Coordinator, Mrs. Whitacre, (216) 642-5860, ext. 1237
GRADES AND CREDITS

GRADE CLASSIFICATION
Grade level placement is based on successful completion of a specific number of credits as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>12</td>
<td>15</td>
</tr>
</tbody>
</table>

GRADE REPORTING
Report cards are issued at the end of each nine-week grading period. Letter grades are used. Quality points are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular</th>
<th>Honors</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.66</td>
<td>4.16</td>
<td>4.66</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>3.83</td>
<td>4.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.66</td>
<td>3.16</td>
<td>3.66</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>2.83</td>
<td>3.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.66</td>
<td>2.16</td>
<td>2.66</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>1.83</td>
<td>2.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>1.5</td>
<td>2.0</td>
</tr>
<tr>
<td>D-</td>
<td>.66</td>
<td>1.16</td>
<td>1.66</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Pass</td>
<td>Pass</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>WD</td>
<td>0</td>
<td>WD</td>
<td>WD</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
<td>WF</td>
<td>WF</td>
</tr>
</tbody>
</table>

Note: There is no “A+” on our grading scale. Therefore, such a grade cannot be given on our report card.

GRADE SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 93</td>
</tr>
<tr>
<td>A-</td>
<td>92 - 90</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 87</td>
</tr>
<tr>
<td>B</td>
<td>86 - 83</td>
</tr>
<tr>
<td>B-</td>
<td>82 - 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 - 77</td>
</tr>
<tr>
<td>C</td>
<td>76 - 73</td>
</tr>
<tr>
<td>C-</td>
<td>72 - 70</td>
</tr>
<tr>
<td>D+</td>
<td>69 - 67</td>
</tr>
<tr>
<td>D</td>
<td>66 - 63</td>
</tr>
<tr>
<td>D-</td>
<td>62 - 60</td>
</tr>
<tr>
<td>F</td>
<td>59 - Below</td>
</tr>
</tbody>
</table>

14.
CLASS RANK
Class rank is established on the basis of a student’s accumulative grade point average. This average reflects the total credits attempted along with the quality points earned for each grade received. The establishment of class rank for the graduating class will be based on the totals as of the 7th semester.

GRADUATION REQUIREMENTS
In order to graduate from I.H.S., a student must complete a minimum of 22 units of credit. These credits shall include those required by the State Department of Education and the Independence Board of Education, as well as the electives chosen by the student.

CREDIT FLEXIBILITY POLICY
Any student may engage in alternative credit options as defined in the Credit Flexibility Policy. Such options could include mentorships, international travel, electronic coursework, independent study, or testing-out of IHS courses. This policy is posted on the school web page and is also available in the Guidance Office. See your Guidance Counselor if interested.

POLICY ON COURSE WITHDRAWAL
It has been the policy of Independence High School to strongly discourage students from withdrawing from courses after the spring deadline date, following the conclusion of scheduling.

Schedules will only be changed if the student was incorrectly scheduled (mechanical error), or there is a compelling educational reason. Schedules will not be changed if the student feels that the course might be too hard, the student wishes to be with friends, or the student wants another teacher. At mid-year, schedules will only be changed if the student was incorrectly scheduled, has failed a course, or compelling educational reason exists.

Despite our relatively small size, we have been fortunate in being able to offer a considerable number of courses. Teacher schedules are based on student requests. But not all schedule requests can be accommodated in the complex master schedule. Students should realize that it is extremely important for them to study the subject alternatives carefully before making a decision.

Nevertheless, students do periodically request to withdraw from courses. When, in the professional judgment of the classroom teacher and/or counselor, the student requesting a withdrawal is capable of passing the course, he/she will receive a “WF” in the course.
This “WF” (failing mark) shall be for one semester. If the classroom teacher and/or counselor feel that the student requesting a withdrawal is misplaced, is working at or near capacity, and is incapable of meeting the academic standards of the course, they may recommend that the student be withdrawn without credit and without a failure being designated. **Student requests to withdraw from a course without penalty must be done within 2 weeks of the beginning of the semester.**

**PROGRESS REPORTS**

Students and parents are encouraged to continuously monitor progress in each course via the on-line "Progress Book" program. Each parent and student will be assigned a Progress Book password and are highly encouraged to keep it confidential. Progress Book can easily be accessed through our school web page.

**SEMESTER EXAMS**

No family vacations, college visitations, or any type of student project will be approved during either finals week. Any unexcused absence may result in a failing grade on a final exam during exam week.

**SEMESTER EXAM SCHEDULE**

<table>
<thead>
<tr>
<th>1ST SEM.</th>
<th>2ND SEM.</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 17, 18, 19</td>
<td>June 1, 2, 3</td>
</tr>
</tbody>
</table>

**ATTENDANCE**

Students must assume the obligation to attend their classes regularly and on time. Frequent absences result in decreased scholastic interest and achievement. Regular attendance and punctuality are important factors contributing to success in high school. The official school day is from 7:40 a.m. to 2:35 p.m. All students must enroll for a minimum of five (5) units of credit throughout the year and remain in school for a minimum of six (6) hours per day, unless otherwise arranged with the Principal and Guidance Counselor. If a student is absent for two (2) or more periods within a regular school day, the student will be charged with a half-day absence.

**Any student who has more than ten (10) absences from a specific class in any given grading period may be assigned a failing grade for that class in the quarter during which the absences occur.**

**After 10 excused absence days, parents/guardians are required to provide a written medical excuse.** With that in mind, it becomes the responsibility of each student to be in school every day. However, it will sometimes be necessary for a student to be absent and the following procedures should be followed.
If the Attendance Office does not receive a phone call (excusing an absence) within 24 hours, the absence will remain unexcused.

1. **When a Student is Absent**
   A parent or legal guardian must call the Attendance Office (216-642-5860, Ext. 1503) prior to 8:30 a.m. and provide the name of the student and the reason for the absence.

2. **Legal Excuses**
   By Ohio Law, only the following excuses are considered legal reasons for being absent or tardy:
   a. Personal illness
   b. Illness in the family
   c. Quarantine of the home
   d. Death of a relative
   e. Observance of religious holidays
   f. An emergency or set of circumstances, which, in the judgment of the superintendent, constitutes just cause.
   g. Family need

3. **Make-up Work**
   Students will be permitted to make up work if they have an excused absence. It is the student’s responsibility to confer with his/her subject teachers regarding making up work that is missed. Work missed because of an unexcused absence cannot be made up. Normally, a student will have the same number of days, as he/she has been absent to make-up work missed. Please contact the Principal or Guidance Counselor if this presents a problem.

**ARRIVAL**

When coming to school in the morning, whether it is by car, walking, or school bus, students are not to loiter in the parking lot or anywhere else on school property or in the visible area around the school. Students are to enter the building immediately and remain in the building. Once arriving on school property, students are to remain on school property, unless an Honors Privilege or Senior Privilege has been granted and/or if a student is enrolled in a CVCC program.

**ATTENDANCE AT ATHLETIC AND ACTIVITY EVENTS**

1. A student may not participate in athletic practice or other co-curricular activities unless he/she has been in school for at least one-half day, from 11:00 until the end of the day of school. Students leaving before 11:00 may not participate in that day’s event

2. Exceptions: A student will be exempt from Nos. 1 & 2 if:
   a. He/she has a prearranged doctor/dentist appointment and has followed procedures for being excused from school.
   b. An emergency occurs at home, the parents have contacted the principal, and he has approved the exception.
LEAVING DURING THE SCHOOL DAY
If it becomes necessary for a student to be absent for any portion of the school day for such things as doctor appointments, the following procedures must be followed:

1. The student must have a note signed by a parent/guardian giving the reason and the time the student needs to be excused. A phone number where the parent can be reached for verification must be included in the note.
2. The note must be presented to the attendance office before 7:40 a.m. on the day of the appointment.
3. A pass to be dismissed from class will be given to the student, who will present it to the appropriate classroom teacher at the beginning of class.
4. The student must sign out in the Attendance Office when leaving school and sign in upon returning. The student will then receive a pass back to class.
5. Upon return to school after an appointment, the student must present written verification from the dentist or doctor to the Attendance Office.
6. The Attendance Office or the principal should be contacted in cases of emergency.
7. Students are never permitted to leave the building without having first obtained permission and signing out in the Attendance Office. Failure to follow this procedure may result in suspension.
8. Students are not permitted to be called out from school during the school day, unless it is an emergency or some other special circumstance. Approval in such cases can only be given by the principal.

PREARRANGED EXTENDED ABSENCE
When a student is planning to be absent for an extended period for reasons such as a vacation with parents, college visits, etc., the parents or guardian must assume the responsibility for the student’s education. If the absence is to be for more than one (1) day, the following procedures will apply:

1. Parents are required to report the planned absence in writing to the attendance office. This is to be done at least five (5) days prior to the absence. **Failure to do so may result in the absence being unexcused.**
2. The student will then be given an Excused Extended Absence Request Form to be completed, signed and returned to the Attendance Office.
3. Any potential difficulties arising from the proposed absence, as indicated by the teachers, will be reported to the parents prior to the planned absence.
4. Tests that are to be administered to class may be given in advance or upon return, at the discretion of the teacher. Students are responsible for making an appointment with the teacher for such tests.
5. Failure to turn in assignments or take tests will result in grades of zero.
6. Teachers are not required to give additional aid beyond accepting assignments and administering any tests.
7. **Students will be responsible** for keeping up with their schoolwork & will be expected, upon return to the classroom, to join in whatever work is being done at the time.
8. It should be noted that certain class activities and experiences cannot be reproduced or duplicated, nor can substitutions be made. Consequently, some work and certain experiences may be lost to the student. This may result in a grade differential for that course.
9. Absences in excess of five (5) days per year for family trips or vacations will be counted toward the ten (10) day absence policy.

**REQUEST FOR ASSIGNMENTS**
In case of an extended illness, class assignments may be requested through the Guidance Office. Allow at least one (1) complete school day for this material to be compiled.

**SENIOR ATTENDANCE OPTIONS**
NOTE: To be eligible for LATE ARRIVAL or HOME STUDY options, a senior must:
1. Be of Senior status and on-line to graduate
2. Achieve a minimum 2.5 GPA the previous grading period
3. Be in good academic/attendance/discipline standing
4. Have a parent permission form signed
5. Be approved by the Principal

1. **Late Arrival Option**
The Late Arrival Option is available only to those senior students who have been assigned a 1st period study hall. It is not available during any other period of the day nor will any schedule changes be made to provide a 1st period study hall.

2. **Home Study Option**
The Home Study Option is available only to those senior students who have been assigned a 9th period study hall. It is not available during any other period of the day nor will any schedule changes be made to provide a 9th period study hall.

*Assembly attendance during 9th period is optional.*

3. A senior student cannot participate in both the Home Study Option and the Late Arrival Option.
4. Application forms for these options are available in the main office.

**TARDINESS**
Students must be in class by 7:40 a.m. each day. A student arriving after 7:40 a.m. must report directly to the attendance office and secure a pass.

1. When a student has accumulated **two** (2) unexcused tardies in a quarter, a detention will be assigned for each unexcused tardy thereafter during that quarter.
2. Excessive tardiness to school can lead to the following:
   a. Detentions
   b. Home contact to inform parents of student arrival problems
   c. Parent conferences may be arranged as necessary
   d. Loss of Late Arrival Option
   e. Suspension from school at the tenth occurrence per quarter.
3. Excessive tardiness to class will result in parent notification/possible disciplinary referral, or teacher-assigned detention.
4. In an effort to improve students’ morning attendance at I.H.S., the following definitions and consequences are in effect:
   - Tardy 7:40 - 8:10: Regular tardy
   - Tardy 8:10 - 8:40: Regular tardy + 1 detention
   - Tardy 8:40 - 9:05: Regular tardy + 2 detentions
   - Unexcused to school beyond 10:21 AM: Half-day unexcused absence
   - Unexcused to school more than 4 periods: Full-day unexcused absence

**TRUANCY**
Excessive absence of any kind hinders academic achievement. An unexcused absence will especially lower academic achievement since no credit will be given to the student for all work due during the absence. Truancies could also result in, in or out of school suspensions or court referral. After 5 unexcused, full day absences, a warning letter will be sent home. After 10 unexcused absences, truancy charges will be filed with the juvenile court.

**CODE OF EXPECTED STUDENT CONDUCT**
“The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students. The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.”

By order of the Independence Board of Education in compliance with ORC 3313.66 and 3313.661 and as adopted by the Independence Board of Education:
All violations of school rules and regulations, during the time that a student is properly under the auspices of school personnel and/or authorized volunteers, may result in some form of disciplinary action. Copies of the district’s **Code of Conduct** and **Harassment Policy** are posted throughout the building and are available upon request from the main office.
VIOLATION OF ANY OF THE FOLLOWING REGULATIONS MAY RESULT IN DISCIPLINARY ACTION INCLUDING SUSPENSION AND/OR EXPULSION:

A STUDENT MAY NOT:

1. Smoke, use, transmit, possess, or sell cigarettes, tobacco products, electronic cigarettes, or similar smoking related items on school property, or in the visible area around the school, or at any school activity off school grounds.

2. **Consequences** - For violations of this rule, the following penalties shall apply:
   - **First Offense**: The parents will be notified. Three (3) days of out-of-school suspension will be issued. Two (2) days will be waived if the student agrees to attend and successfully complete the Insight Program. Students may only utilize the Insight Program option for the first tobacco offense of their I.H.S. career.
   - **Second Offense**: The parents will be notified. Five (5) days of out-of-school suspension will be issued.
   - **Third Offense**: The parents will be notified. Ten (10) days of out-of-school suspension will be issued.
   - **Fourth Offense**: The parents will be notified. Ten (10) days of out-of-school suspension will be issued and a recommendation for expulsion.

3. Violate regulations and school policies pertaining to appearance and dress.

4. **DRESS CODE** - All dress and grooming should be conducive to the good health, safety, and welfare of the student, and in no way shall the dress and grooming contribute to or cause disruption to the learning environment.

   There is to be no baring of: shoulders, back, chest, abdomen or upper thighs. Undergarments should not be showing. Hats and caps (or other head coverings) are not to be worn during the school day. For health and safety reasons, shoes must be worn at all times in the building. Apparel and/or materials which display, promote, advertise, or endorse drugs, alcohol, tobacco products, or the use thereof are prohibited for students to wear or display on school property or at school-sponsored activities on or away from school property.
5. Be absent from class, other scheduled assignment, or school (including tardiness) for unapproved reasons. (Students who violate this regulation shall be considered truant.)

6. Use abusive, malicious, vulgar, profane, or obscene language or gestures on school property or at any school-related activity.

7. Be disobedient or insubordinate; that is, to fail to comply with the directions of any staff member or engage in conduct which disrupts the educational process.

8. Failure to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel.

9. **HARASSMENT** - Harassment may take different forms including, but not limited to, the following: sexual harassment, gender, ethnic, religious, disability, group, weight. Verbal, non-verbal and physical aspects can all be part of such misconduct. Any student who believes he or she has been harassed should contact a teacher, counselor or principal. A copy of the district Harassment/Bullying policy is available on the District Web site. It is also printed at the end of these handbook pages.

10. Hazing/harassment, defined as an act or participation in an act or acts, that frightens, threatens, injures, degrades, disgraces, or tends to frighten, threaten, injure, degrade, or disgrace any student.

11. Violate school bus requirements.

12. Involvement in acts of gambling, forgery, or extortion during school hours or at school-sponsored or related activities or events on or off school property.

13. A student shall not repeatedly engage in any of the acts of misconduct specified in Suspension, Section A, or assist another student in violating school rules.

14. Commission of any of the acts of misconduct specified in expulsions of this code, dealing with grounds for expulsion.

15. Cause or attempt to cause damage to public or private property. It is the policy of the Board of Education to take civil action to recover compensatory damages for willful destruction of any school board-owned property. Furthermore, consequences for willfully damaging board-owned property may result in remuneration for damages, prosecution, and suspension and/or expulsion from school.
16. **ELECTRONIC EQUIPMENT** - The use of personal electronic equipment is not permitted in the classroom learning environment unless sanctioned by the classroom teacher or monitor. Such may be used in the halls, cafeteria or study hall with permission of the principal. Any such items (i-pods, etc.) must be used with earphones. Silence will be maintained in all study halls.

Unauthorized use of personal electronics in the classroom will result in disciplinary consequences. An act of sending sexually explicit photos of a minor is also against the law as a felony.

**Step One**: will be the assignment of two detentions.

**Continued Violations**: May result in students losing the privilege of bringing personal electronics to school. Students refusing to turn in their equipment may be suspended for insubordination.

17. Steal or attempt to steal private or public property.

**NOTE: STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

18. Cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee or any other person.

19. Possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, inhalant, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Action to be taken with students violating this regulation is also described in Board of Education Policy.

(Use of a drug authorized by a medical prescription from a physician shall not be considered a violation of this rule if the prescription is registered to the student.) The principal must be notified of such instances.

20. Possess, make, use, conceal, or transmit counterfeit drugs and related tools.

21. Possess, handle, or transmit any object that can be considered a weapon--fireworks or other explosives are included in this policy.

*For purposes of this guideline, a weapon is defined as “any instrument capable or appearing to be capable of causing serious bodily injury to a person” including, but not limited to, loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns,*
other “look-alike” weapons, and chemical agents such as tear gas or pepper gas.

22. Forge, falsify, alter, or illegally possess school forms, or use forged notes or excuses.

23. Engage in other misconduct which is detrimental to the health, safety, and welfare of fellow students or others.

24. Trespass. School Board Policy states that any student found on or in school board-owned property at unauthorized times and places shall be subject to prosecution, and suspension or expulsion.

25. By use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause the disruption or obstruction of any lawful rule, mission, process, or function of the school.

26. **Displays of Affection/Sexual Activities** - Affection between students is personal and not meant for public display. This includes touching, petting or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. **Aiding or Abetting Violation of School Rules** - Assisting other student(s) in the violation of any school rule. This could include, but is not limited to, serving as a “look out” for others, passing along threatening or inappropriate messages for others, or concealing information regarding the acts of others.

**CHEATING/PLAGIARISM**

Cheating, plagiarism or copying homework are not only dishonest, but may jeopardize your course passage and/or future consideration for NHS induction.

**Definitions:**

Cheating involves any of the following observed actions:

1. Copying information, or attempting to copy, from another’s homework, test, examination, theme, report or term paper.

2. Preparing to cheat in advance of a quiz, test, exam or in-class writing with such things as:
   a. Having in your possession a copy of the test to be given by the teacher.
   b. Using unauthorized notes (cheat sheets), references or devices during the quiz, test, exam or written essay.

3. Talking while taking quizzes, tests, or exams, regardless of the topic.

4. Looking at, or attempting to look at someone else’s quiz, test, exam or paper.

5. Allowing someone to look at your quiz, test or exam.
6. Failing to follow test procedures or instruction announced by your teacher.

Plagiarizing is to use purposely as your own, any other person’s idea(s), expression(s) or words without giving the original author credit through proper citation or documentation.

**CONSEQUENCES FOR CHEATING**

If you are caught cheating or plagiarizing the result will be a grade of a “0” (Zero) on the homework, quiz, test, exam, essay, report, term paper or project and your parents will be informed of your actions by the teacher.

**DETENTIONS:**

1. Detentions are held from 7:05 - 7:35 AM daily in the Cafeteria. Students will not be admitted to detention after 7:05 a.m.
2. Each student must have study materials in order to be admitted to detention.
3. The duration of detention is thirty (30) minutes.
4. No talking or socializing is permitted once a student enters the detention room.
5. Students will have 3 school days to serve a detention.
6. If a student fails to attend his/her detentions, more serious disciplinary action will be taken. This action may include additional detentions, Saturday School and/or suspension.

**CRIMINAL BEHAVIOR**

If a student commits a crime while under the jurisdiction of the school district, she/he may be subject to both school disciplinary actions as well as action by the local police department.

**DISCIPLINE FOR OUT-OF-SCHOOL MATTERS**

Students may be disciplined by the District for incidents or behavior which occurs off school district property or away from school events where the administration determines that the incident may disrupt the orderly operation of school and/or pose a threat to the health or safety of students or staff.

**PROGRESSIVE DISCIPLINE**

The administration of the Student Code of Conduct will be progressive and cumulative for each individual student. Some offenses are considered to be very serious and may result in suspension or expulsion immediately. The type of disciplinary action administered is based on the number and type of offenses a student has committed in violation of the Student Code of Conduct. The administration of this ladder will be cumulative for the entire school year and is at the discretion of the principal.
EMERGENCY REMOVAL
A student may be sent home by the Principal if he/she is in a state of mind that is not conducive to the school learning environment.

SCHOOL RESOURCE OFFICER
Independence Local Schools enjoys a close relationship with the Independence Police Department. The ultimate goal is to create and maintain a safe and productive school/campus environment. With this goal in mind, School Resource Officers employed by the I.P.D. will be deployed in the schools. Non-school resource officers regularly conduct campus surveillance and building "walk-throughs" as well. Before students are questioned about alleged criminal behavior by a police officer, an attempt to contact parent(s) will be made. If unsuccessful, a school official (Principal, Counselor) will remain in the room during questioning, in lieu of parent.

SUSPENSION
After due process, suspension of a student is removal of that student for a temporary period of time, not to exceed ten (10) days, from curricular and extracurricular activities for violation of school rules and regulations. Any class time missed due to a suspension will be included when considering the ten (10) day absence policy. An out-of-school suspension may be appealed to the board or its designee.

The student must remain off all school property and is not permitted attendance at, or participation in, school-related activities until he/she returns to regular school status.

SATURDAY SCHOOL
Saturday School is a disciplinary step that MAY be used as an alternative to a traditional out-of-school suspension, missed detentions, or violations that go beyond a detention. A copy of all Saturday School rules and regulations will be given to the student and his/her parent/guardian at the time the discipline is issued. Students MAY make up work for credit during a Saturday School assignment.

EXPULSION
Expulsion is the most severe form of school discipline. After due process, a student may be expelled from all classes and school-related activities by the Superintendent of Schools.

EXPULSION FOR FIREARMS
Federal law requires that any student who brings a firearm on school property is to be expelled from school for a period of one year. A firearm, under the Federal Law is defined as:
A. Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive:
B. The frame or revolver of any such weapon:
C. Any firearm muffler or firearm silencer; or
D. Any destructive device, not including an antique.

CO-CURRICULARS
(Athletics, Activities, Clubs, Organizations)

CO-CURRICULAR ELIGIBILITY
1. A student will be eligible or ineligible for a grading period starting with the fifth school day after the beginning of that grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period.
2. To be eligible, a student in Grades 9-12 must pass subjects the preceding grading period that earn a minimum of five (5) credits per year toward graduation. This means that a student who passes in subjects that will be equal to five (5) or more credits per year toward graduation is eligible the following grading period.
3. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic co-curricular activity, a student must have maintained at least a minimum grade-point average of 1.5 and fail no more than one class the preceding grading period.
4. Eligibility for fall co-curriculars are determined by grades achieved in the 4th quarter of the previous year -- no semester or final grades.
5. Summer school grades may not be used in computing eligibility status.

ATHLETES IN PHYSICAL EDUCATION CLASSES
All students/athletes will be required to participate in physical education including days on or preceding athletic events. A request may be made by an athlete to be excused from active participation on the day of an athletic contest where demanding or unusual situations might exist. The instructor will make the final decision; however, the student WILL BE REQUIRED TO DRESS FOR CLASS.

CO-CURRICULAR CODE OF CONDUCT
Participation in co-curricular student activities is a privilege afforded to the students of Independence High School. It is NOT a right. These activities are sponsored to provide students with an opportunity to excel and develop outside of the classroom. As a member of an organization or athletic team, you represent Independence High School and the tradition of pride that it symbolizes.

27.
Regulations apply to all Independence High School students while participating in athletics and other extra-curricular student activities grades 9 through 12. An elective student activity is any activity that meets, performs or practices at times other than or in addition to the regular school day and school year, and that is not part of the regular school curriculum. Compliance is required during the school year and also at times when students are engaged in an elective activity such as summer athletic practices. A copy of the Independence Schools Guidelines Governing All Athletes, Cheerleaders & Co-Curricular Organizations will be provided to all participants and parents at the beginning of each season or activity. Please note, IHS students are subject to the policy 24 hours a day, 365 days per year, NOT just the school year. A copy of this policy is also available on the district web page.

SCHOOL ENVIRONMENT

ANNOUNCEMENTS AND BULLETINS
Announcements regarding club activities, information, instructions, and events are broadcasted over the TV monitors during homeroom. Therefore, it is essential for students to listen to these announcements. Anyone wishing to make a school-related announcement must have staff approval first.

Announcements must be signed by the teacher or advisor and should be e-mailed to ihstv@independence.k12.oh.us before 7:15 a.m. on the day of the broadcast.

ASSEMBLIES
Assemblies are presented periodically for the purpose of encouraging school spirit, hearing guest speakers, and recognizing special achievements. Students are expected to be respectful, attentive, and cooperative. Students who cause a disturbance will be removed from the assembly and referred to the office for discipline. Their attendance at future assemblies may be denied.

All students must report to their classes before all regular assemblies unless otherwise notified by the administration. Seating in the auditorium and/or gym will be by assigned seats unless announced differently.

Students are required to attend all assemblies unless prior arrangement is made with an administrator or parent phone call has been received in the attendance office by 7:40 AM the day of the assembly. Cutting an assembly will be treated as a class cut for that period.
BUILDING SECURITY
Procedures are in place for security in each of the district’s buildings. Once the school day has started, all students and visitors are to identify themselves at the main entrance before being buzzed into the building. Security cameras are in use both inside the building and on school grounds. Security cameras are also used to monitor student behavior on school buses.

Students and parents are also encouraged to report any issues of concern to the administration.

There is an anonymous SAFE SCHOOL HOTLINE available for such reporting.

The number is 1-800-4-1-VOICE ext. 359.

BUSES
A school bus conduct agreement form will be given to each student. This form must be signed by the student and a parent/guardian and returned to school. The form explains the behavior expected on the bus and possible consequences of unacceptable behavior.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

CAFETERIA
Varied, well-balanced and economical meals are offered in the cafeteria for the convenience of the students; however, they may bring lunches from home. We will appreciate each student’s cooperation in helping us keep the cafeteria clean and attractive.

The following rules are to be observed.

1. Deposit refuse in the container provided.
2. Return all trays to the dish washing area.
3. Push chair in when leaving; be sure the table and floor in the area which was occupied are clean for the next student.
4. Students are to report to the cafeteria at the beginning of their assigned lunch period and may not leave the cafeteria without permission from the teacher on duty.
5. No food or drink may be taken out of the cafeteria without staff permission.
6. Students may not go home for lunch unless special privilege has been granted by the principal.

DANCES/PROM
All school rules apply to school dances; including our attendance policy, and all guidelines regarding student discipline. All students will be subject to a breathalyzer test, upon entrance into all school dances. ANY STUDENT THAT LEAVES THE DANCE EARLY WILL NOT BE RE-ADMITTED. Maximum age to attend a dance/prom is 19 years old.
Unsafe, lewd, or vulgar behavior is not permitted at dances. Including, but not limited to the following:
- No dancing that imitates sexual activity: i.e. "Grinding, twerking, freak dancing, dirty dancing."
- No "crowd surfing" or dancing on each other's back or shoulders.
- No "mosh pits" or slam dancing

**DRILL - ATTENDANCE CHECK**
An Attendance Check or "Lock-Down" drill will be conducted at least once each school year. When an attendance check is called, all students and staff should clear the halls and remain in a locked area until given further instructions.

**DRILL - FIRE**
Fire drills will be held on a monthly basis. Evacuation instructions are posted in each classroom.
Teachers will instruct students as to the proper exit route. When the alarm sounds, students are expected to leave the classroom and building in an orderly manner as quickly as possible. Everyone except authorized personnel will leave the building. The class bell will signal the return to the building.

**DRILL - TORNADO**
At the sound of the alarm, all staff and students will proceed to their designated areas away from the outside walls and glass areas. No one should be in the media center, gym or auditorium.

**DRIVING**
In the interest of safety and security, all students driving themselves to school must do so in a responsible manner. Furthermore, all student drivers must register vehicles in the main office by purchasing a parking permit. (See Below) Reckless driving or persistent truancy/tardiness may result in the loss of driving/parking privileges.

**LOCKERS**
Every student will be assigned a locker for his/her own convenience. However, the Independence School District will retain ownership of, and control over these lockers. Students are expected to maintain their lockers in a clean and orderly condition.
No one may use his/her locker to store anything which is unlawful or which may create a health or safety hazard. Lockers may be inspected and searched if deemed necessary by the principal or his/her representative.

**DRUG DOG SEARCHES**
The Schools maintain a strong relationship with the Independence Police Department in the continuing effort to provide a safe environment for its students and its employees. Random inspections of the high school by the IPD canine unit will occur throughout the school year.
PARKING - STUDENT

1. As an important security measure, all student-driven automobiles must be registered with the main office during the first week of school.

2. No student will be given a parking pass without first paying the $40.00 fee. Parking passes must be displayed in automobiles while on campus.

3. The general student parking lot is directly north of the building. The parking lot between the middle school and high school is for faculty and seniors only. Senior students may park in any of the spots that are NOT lined in GREEN. Green lined spots are for faculty members only. Any other spots are available for senior students that have purchased a parking pass. All senior spots are available on a first-come, first-serve basis each day.

4. Cars must be parked in the spaces provided. There is to be no parking in driveways or in any area designated as a “No Parking Area” by signs or other means.

5. The speed limit of 20 m.p.h. on streets designated as being in a school zone must be observed. On school grounds, the speed limit is 5 m.p.h.

6. Students are prohibited from smoking, sitting in, or loitering around any autos on school grounds during the school day. Students are to leave the automobiles immediately after they are parked.

7. Students are not permitted to make trips to their automobiles during the school day or to leave the lot for any reason, unless permission is granted by the principal. Violation of this rule will lead to revocation of the parking privilege.

8. Any reckless driving, such as speeding, failure to stop, squealing of tires, etc., will result in the loss of parking privileges.

9. All automobiles must be in safe mechanical condition and are subject to a police safety inspection.

10. All vehicles must be adequately insured.

11. Any violation of the above rules can result in the vehicle being towed away at the owner’s expense, as well as revocation of parking privileges.

12. Driving to school and parking on school property is provided as a convenience and privilege. School officials retain the right to examine the contents and/or search vehicles parked on school premises when they have a reasonable belief that items contained in the car may be detrimental to the safety and welfare of others or interfere with the safe/effective operation of the school. Privileges can be revoked for violating school policies including, attendance and disciplinary reasons.
13. If there are any changes in the original vehicle registration the student must notify the principal.

POSTERS AND STUDENTS RIGHTS OF EXPRESSION
All signs, posters, and club or activity displays to be posted in the building must be approved by the principal. Furthermore, the school recognizes the rights of students to express themselves as long as it is done responsibly and respectfully. Student publications/displays are subject to prior review by the school administration.

SAFE SCHOOLS HELPLINE
Independence Schools subscribe to this service as a means of providing students and parents the opportunity to anonymously report any illegal or inappropriate activity that does not belong in our school. The number to report is 1-800-4-1-VOICE ext. 359. Your name, voice, or number is never shared with school officials, only a written copy of what is stated during the call.

SEARCH AND SEIZURE
When search of a student’s person or personal effects is for evidence of a violation of school regulations, such search is permissible without consent. First and foremost in the thinking of the school officials must be the protection and safety of the entire student body. The administration may search lockers, automobiles, clothing, book bags or any other personal student belongings including electronic devices.

SENIOR LOUNGE
If space allows, a Senior Lounge may be offered. The following rules apply:

SENIOR LOUNGE GUIDELINES
Qualifications: To be eligible for the Senior Lounge during study hall(s), a senior must:
1. Be of Senior status and in-line to graduate
2. Achieve a minimum 2.5 GPA the previous grading period
3. Be in good academic, attendance and discipline standing
4. Have a parent permission form signed
5. Be approved by the Principal

Expectations:
- Only approved seniors are allowed in the Senior Lounge during their study hall periods.
- Seniors are expected to be in the Senior Lounge from the beginning of the period to the end of the period.
- Appropriate behavior in the Senior Lounge is expected.
- Seniors may personalize the lounge with furniture, paint, posters, etc., upon approval by the Principal.

Food and beverages are permissible providing cleanliness is kept. Students in violation of Senior Lounge guidelines will be denied access to the lounge. The Senior Lounge may be closed at the administrations discretion.

32.
STUDY HALLS
Study halls are assigned for purposeful study of one or more subjects. Students are encouraged to use study halls productively as a means of completing homework, or seeking extra assistance from staff members. Students are to report to their study hall every day to sign in. After sign in, students may request to go to the Library, or the Senior Lounge, if they are eligible for the Senior Lounge. Any student who is on the current "No Pass" list may NOT go to the Library, Senior Lounge, computer labs or any other area of the building. They must remain in their assigned study hall. Study hall rules and procedures will be provided to students on the first day of each semester. Study halls are to be utilized for quiet work.

TRESPASSING - PRIVATE PROPERTY
Students are not to congregate, loiter, or trespass on private property on their way to and from school. Students are technically under the school code of conduct until arriving at home each day.

USE OF SCHOOL FACILITIES
All student activities must be supervised by a school employee. School facilities are not to be used without prior approval and the assignment of proper supervision. Building Use Form Applications MUST be filled out by an adult. Students MAY NOT apply for Building Permits. Building Use Forms are available in the Main Office.

VISITORS
Visitors entering the building must report immediately to the main office. I.H.S. students must receive permission from the principal before bringing visitors to school.

SCHOOL MATERIALS

EQUIPMENT
Students issued school equipment (uniforms, materials) are responsible for the issued items and will be charged the replacement fee if the items are not returned by the designated dates of return. A list of required supplies for each course will be listed on the school web page.

FEES
Certain courses have fees assigned to underwrite the cost of expendable supplies. Payment of such fees is recognized as part of the responsibility of the course.

In accordance with Board of Education policy, report cards will be withheld, quarterly and/or at the end of the school year, for those students who have not met all financial obligations and/or have not returned all school/district property. Diplomas will also be held for lack of payment. A list of school/course fees will be listed on the school web page.
Parents/Guardians have the opportunity to pay fees/fines and/or submit funds for lunch purchases via the new E-Z Pay System. The system can be accessed via the district web page. Families meeting the standard for Free/Reduced Lunches may apply to have fees waived.

**TEXTBOOKS**

Students are responsible for their books and must pay for lost or misused books. The amount will be determined by the book's condition or the cost or replacement. Lost textbooks must be paid for before a new book will be issued. If the lost book is returned, money will be refunded.

**STUDENT/PARENT SERVICES**

**CHEMICAL DEPENDENCE PROGRAM**

The Independence Chemical Dependence Program is designed to prevent and/or intervene in chemical dependence problems. This program is designed to create an openness in the school community by increasing the student awareness and community awareness. Students and parents are encouraged to share any concerns regarding chemical abuse with their Guidance Counselor.

**CLINIC**

The clinic is to serve as a place for first aid and emergency cases only.

1. A student may report to the clinic for 15 minutes only after obtaining a pass from the classroom teacher.
2. Parents will be called if a student required the use of the clinic for more than 15 minutes or if, in the school's judgment, the student should be sent home.
3. No student will be released from school without the consent of a parent/guardian as named on the student's Emergency Medical Authorization form.
4. Students making repeated visits to the clinic may be required to obtain notice regarding specific health problems from the family physician.
5. The clinic will administer medication (prescription or over the counter) only after receiving a completed "Administration of Medication" form signed by the parent and by a physician.

**GUIDANCE**

Guidance and counseling services are available to all students. If a student wishes to seek personal, social, educational, or vocational assistance, he/she should make an appointment with a counselor. Students are encouraged to make appointments during study halls, lunch hours, or before and after school. Students and parents are highly encouraged to visit the Guidance Department web page on a regular basis.
LIBRARY-MEDIA CENTER
The Library-Media Center is open throughout the school day from 7:30 a.m. to 3:30 p.m. for students’ use. A librarian is available to assist those who need help.

If seating is available, students may report to the library instead of study hall for one of their study halls each day.

If a student goes to the library instead of study hall, he/she must report directly to the library and sign in on the sheet provided at the check-out desk. Students are expected to be using library resources. Library computers may be used for research and word processing.

The report card of any student with book(s) outstanding will be held at the end of each grading period until the material is returned. Other privileges may be denied for failure to return books as well as failure to abide by the library guidelines.

LOST AND FOUND
Students should check with the main office to recover lost or missing items.

MEDICAL EMERGENCY FORMS
Emergency forms are issued at the beginning of the school year and MUST be completed and returned immediately. It is the parent/guardian’s responsibility to inform the school of any changes that need to be made to that form. Note: Every effort is being made to post all significant school forms and policies on the district web page.

MEDICATION POLICY
As a school we understand that in order to be safe and able to benefit from the educational program, some students will need to take medicine at school. According to ORC 3313.713, if your child must have medication of any type during school hours, including over-the-counter medications, you must follow the following criteria:

• You may come to school and give the medication to your child at the appropriate time(s).

OR

• You may obtain a copy of the appropriate medication forms from the school secretary, clinic or online. Take the Physician and Parent Request for the Administration of Medication by School Personnel (and/or any of the following forms as they apply: Allergy Action Plan, Asthma Action Plan, Diabetic Health Care Plan, Seizure Action Plan, Special Needs Care Plan) to your child’s prescriber and have it completed stating name of medication, dosage, time of day, and the number of times per day the medication is to be administered.
The medication request form must be completed for both prescription and over-the-counter medication and only ONE form per medication. A beginning and ending date must also be included on the form.

- Prescription medications must be brought to the school by a parent or guardian in the correct pharmacy labeled container which matches the written instructions provided on the appropriate form/s mentioned above.
- Over-the-counter medications must also come in an original unopened container and will be administered according to the written instructions on the order form/s.
- School personnel will not administer any medication to students unless they have received all completed forms and the above instructions have been followed.
- The first dose of any new medication must be administered at home.

**Asthma Inhalers:** ORC 3313.716 states asthma inhalers may be kept in the possession of the student with parent and physician permission (utilizing form/s listed above).

**Epinephrine Autoinjectors:** ORC 3313.718 states a student may possess and use an epinephrine autoinjector to treat anaphylaxis if the student has the written permission of parent and physician (utilizing form/s listed above) and acknowledges and has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in proper use of the autoinjector. *ORC 3313.718 mandates that a backup epinephrine autoinjector must be kept in the school clinic.

Cough drops will only be allowed with written permission from a parent/guardian.

**MESSAGES AND DELIVERIES FROM HOME**

Important messages and deliveries from parents are to be given/left in the main office. Parents are encouraged not to call or send text messages to students during class time.

**PARENT CONFERENCES**

Parents should contact the respective teacher first with any concern pertaining to his/her child. A direct conference can have positive results. Every teacher is assigned conference-planning periods each day.

Parents may make appointments for conferences with teachers by telephoning the main office and leaving a message for the teacher. If the concern is not resolved, then the parent should contact the building principal.
TUTORING
Individual tutoring can be arranged through the Guidance Office. Peer tutoring by National Honor Society students is also available. If you are interested in outside tutoring support for your child, please contact the guidance office.

IMPORTANT NOTICES

COMPUTER TECHNOLOGY AND NETWORKS
Before any student may take advantage of the school’s computer network, he/she and his/her parents must agree to comply with the Guidelines for the Appropriate Use of Computer Resources, which defines the conditions under which the student may participate. This agreement is signed each year as part of the “IHS Important Notice Form.” A copy of the agreement is on file in the principal’s office and the form will be made available to all students. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and privileges, and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

INDEPENDENCE SCHOOLS GUIDELINES FOR THE APPROPRIATE USE OF COMPUTER RESOURCES
Computers are used by students in the Independence School District to enhance learning, increase productivity, foster creativity, and access an increasing number of online educational resources. District computers are provided as a tool for educational purposes, not for recreation or entertainment.

The use of computers, I-Pads and computer networks that are shared by others imposes certain obligations and responsibilities. Computer resources—including hardware, software, data, and capacity—have value, and must be treated accordingly. In addition, access to resources on the Internet opens a world of information, some of which may not be appropriate for K-12 students. District guidelines have been established and must be followed by students who wish to maintain their privilege to use computers in school. These guidelines, and the district’s policy, are available on the district web page. All students are subject to this policy.

EMERGENCY DAYS
If the schools must close due to inclement weather or other emergencies, official announcement will be made on the major Cleveland radio and television stations and an “Alert Now” phone message from the Superintendent will be sent. Always assume that the schools will be open unless official announcement has been made. DO NOT CALL THE SCHOOL, FIRE OR POLICE DEPARTMENTS.
FERPA AND DIRECTORY INFORMATION
The district will make the information listed below available upon a legitimate request unless a parent/guardian or 18-year old student notifies the school in writing by September 15 of each school year that (s)he does not permit distribution of the following. Under Ohio law, directory information includes the following: name, address, phone, date & place of birth, major field of study, participation in activities & sports, weight & height of athletes, dates of attendance, date of graduation and awards received.

PUBLICATIONS
Publications such as the student newspaper, literary magazine and yearbook are connected to the overall school program and are therefore subject for editorial control by approved advisors and/or the school administration. Furthermore, any artwork or posters displayed in hallways or classrooms must meet with the approval of the administration.

ATHLETIC TEAMS, CLUBS & ORGANIZATIONS
OF
INDEPENDENCE HIGH SCHOOL

ATHLETICS
The purpose of interscholastic athletics is to provide healthy competition and teach discipline, skills, teamwork, self-sacrifice, and character. With this purpose in mind, Independence High School offers a wide variety of athletic competition for young men and women. Independence High School is a member of the Chagrin Valley Conference.

Some of the interscholastic athletics are:

Baseball Soccer (boys & girls)
Basketball (boys & girls) Softball
Cross Country (boys & girls) Swimming (boys & girls)
Football Track (boys & girls)
Golf (boys & girls) Volleyball
Gymnastics Wrestling

CLUBS AND ACTIVITIES
There are many active clubs and special groups operating at Independence High School. All student organizations are chartered by the Student Council, but each club is run by its members under the guidance of its advisor. Students are encouraged to take advantage of these extra-curricular opportunities as a means of enhancing their overall high school experience. Some of the clubs and/or groups are:
CUYAHOGA VALLEY CAREER CENTER

Juniors and seniors may attend the Cuyahoga Valley Career Center (C.V.C.C.) in Brecksville on a half-day basis. Bus transportation for this program is provided by the Independence Schools. CVCC students will receive reduced parking fee at IHS if they also purchase a CVCC parking pass. Those displaying CVCC parking passes may park in designated spots directly outside the cafeteria doors.

C.V.C.C.
PROGRAM OFFERINGS

All CVCC Program Offerings are explained in the Course Selection Guide (available in the Guidance Office).

Policy 5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, in a school vehicle, or where an employee is engaged in school business.
This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education’s Model Policy. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.
Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.
Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

**Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

**Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines.
All training regarding the Board’s policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Adopted 12/17/07
<table>
<thead>
<tr>
<th>IHS - Bell Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
</tr>
<tr>
<td>HR/Period 1</td>
</tr>
<tr>
<td>Period 2</td>
</tr>
<tr>
<td>Period 3</td>
</tr>
<tr>
<td>Period 4</td>
</tr>
<tr>
<td>Period 5 Class</td>
</tr>
<tr>
<td>Period 6 Class</td>
</tr>
<tr>
<td>Period 7 Lunch</td>
</tr>
<tr>
<td>Period 8</td>
</tr>
<tr>
<td>Period 9</td>
</tr>
<tr>
<td>Detention</td>
</tr>
<tr>
<td>Period 5 Class</td>
</tr>
<tr>
<td>Period 6 Lunch</td>
</tr>
<tr>
<td>Period 7 Class</td>
</tr>
</tbody>
</table>

| Period 5 Lunch | 10:53 - 11:23 |
| Period 6 Class | 11:27 - 12:11 |
| Period 7 Class | 12:15 - 12:59 |

<table>
<thead>
<tr>
<th>IHS – ONE HOUR - AM ASSEMBLY BELL SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
</tr>
<tr>
<td>Assembly</td>
</tr>
<tr>
<td>HR/Period 1</td>
</tr>
<tr>
<td>Period 2</td>
</tr>
<tr>
<td>Period 3</td>
</tr>
<tr>
<td>Period 4</td>
</tr>
<tr>
<td>Period 5 Class</td>
</tr>
<tr>
<td>Period 6 Class</td>
</tr>
<tr>
<td>Period 7 Lunch</td>
</tr>
<tr>
<td>Period 8</td>
</tr>
<tr>
<td>Period 9</td>
</tr>
<tr>
<td>Period 5 Class</td>
</tr>
<tr>
<td>Period 6 Lunch</td>
</tr>
<tr>
<td>Period 7 Class</td>
</tr>
<tr>
<td>Period 5 Lunch</td>
</tr>
<tr>
<td>Period 6 Class</td>
</tr>
<tr>
<td>Period 7 Class</td>
</tr>
</tbody>
</table>
### EARLY RELEASE BELL SCHEDULE / ONE-HOUR AFTERNOON ASSEMBLY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>7:40</td>
<td>HR/Period 1</td>
</tr>
<tr>
<td>8:23</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:02</td>
<td>Period 3</td>
</tr>
<tr>
<td>9:41</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:19</td>
<td>Period 5 Lunch</td>
</tr>
<tr>
<td>10:58</td>
<td>Period 6 Class</td>
</tr>
<tr>
<td>11:37</td>
<td>Period 7 Class</td>
</tr>
<tr>
<td>10:16</td>
<td>Period 8</td>
</tr>
<tr>
<td>12:12</td>
<td>Period 9</td>
</tr>
<tr>
<td>1:35</td>
<td>In-Service or Assembly</td>
</tr>
</tbody>
</table>

### OGT BELL SCHEDULE / 2-HOUR MORNING DELAY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>7:40</td>
<td>OGT Testing</td>
</tr>
<tr>
<td>9:35</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>9:40</td>
<td>HR/Period 1</td>
</tr>
<tr>
<td>10:14</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:48</td>
<td>Period 3</td>
</tr>
<tr>
<td>11:22</td>
<td>Period 4</td>
</tr>
<tr>
<td>11:56</td>
<td>Period 5 Lunch</td>
</tr>
<tr>
<td>12:30</td>
<td>Period 6 Class</td>
</tr>
<tr>
<td>1:04</td>
<td>Period 7 Class</td>
</tr>
<tr>
<td>1:38</td>
<td>Period 8</td>
</tr>
<tr>
<td>2:08</td>
<td>Period 9</td>
</tr>
<tr>
<td>11:56</td>
<td>Period 5 Class</td>
</tr>
<tr>
<td>12:30</td>
<td>Period 6 Lunch</td>
</tr>
<tr>
<td>1:04</td>
<td>Period 7 Class</td>
</tr>
</tbody>
</table>